

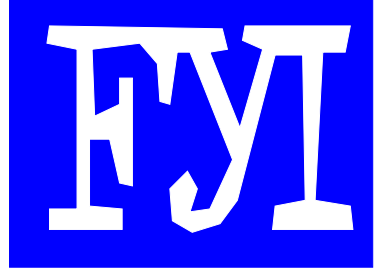
FINELINE

February 2003*A Division of Finance monthly communication service*

New Payroll System 'Go Live' Date Is March 3

After careful consideration, we decided it was in everyone's best interest to do one more parallel test of the new Payroll System. As a result, we have postponed the "go live" date to March 3.

Undertaking a fourth parallel test will help us insure that we have no more system problems and that everyone knows how to do their jobs using the new system. It also should save a lot of stress and effort by reducing paycheck errors when we go live.



Fourth Parallel Test

For the new parallel test, which began January 13, agencies reentered all of the data for pay period 23, the same period used for the third parallel test. This included entering special pay items such as mileage reimbursements and incentive awards. We ran preliminary payroll for the fourth test on January 23 and processed the final run on January 28.

We have sent out spreadsheets to all agencies showing the differences between employees' gross pay in the new system and in the current system. Agencies should use the steps on the checklist previously distributed to determine the cause of the differences.

New Reports

We have created new reports to help agency personnel use the new system. Instructions for using them are in the Payroll User Manual on the Finance Web site at www.finance.utah.gov/payroll/newsystem.htm. New reports are:

- * **Time Entered After Cutoff Report** – allows agencies to view time entries that were made after the cutoff deadline for time entry.
- * **Payroll Simulation Report** – allows agencies to view payroll statements for specific employees before payroll is actually processed. It is not intended to be used for large numbers of employees and may cause system problems if you use too many employees at once.
- * **Payroll Edit Report** – allows agencies to identify possible payroll errors before payroll is processed. State Finance must process preliminary payroll before this report will be useful. It also can be run for closed payroll periods for historical research.
- * **Payroll Accounts Report** – allows agencies to view payroll information for one or more periods in either a report format or a spreadsheet format.

If you have questions about these reports or about using the new system, call the Payroll Help Desk at 801-538-3127.

We Appreciate You

We would like to express our sincere appreciation to agency payroll personnel for their cooperation and assistance in achieving everyone's top priority—producing accurate paychecks using the new Payroll System. ❖

Is This Information You Should Know?

Should you be reading the *Travel Update* newsletter published by the Division of Finance? Among the topics addressed in the [January 2003](#) issue are:

- ✓ New rules for changing non-refundable airline tickets,
- ✓ Policies for travel reimbursed by a third party, and
- ✓ Airport parking rates



The *Travel Update* is published monthly for employees who travel on state business, as well as for agency travel planners, department heads, and others who are involved in scheduling and authorizing travel.

You can access issues of the *Travel Update* on the Finance Web site at www.finance.utah.gov/newsletters/travelupdate.htm. To view other travel-related information on the Web, go to www.finance.utah.gov. Select the *Services* button on the left, and then select *State Travel* from the submenu. ❖

Payroll System Calendar Yearend Deadline*

*Date from the schedule for calendar yearend processing on the current Payroll System.

Feb. 7 Last day for employees to notify their agency payroll person not to convert sick leave. The agency payroll person may then enter adjustments in Time and Attendance. ❖



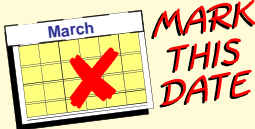
Frequently Asked Question from FINET Help Desk

Q When doing PVs, we need to apply level 1 and level 2 approvals. Today it asked for a level 3 approval. Is this new? What do we do with it? Is it ever true that no approvals are required?

A The Division of Finance sets approval levels in FINET on the Approval Table (APRV). Transactions over certain dollar amounts may require more than the usual two approvals. If your agency sets dollar limits beyond which an additional level of approval is required, it will be entered on the APRV Table. The document will show that it needs another approval in the *Approvals* column on the document listing (SUSF). Someone with level 3 approval authority will need to apply that approval. It is true that some FINET transactions require no approvals, but all PVs and P1s require two or more approvals. ❖



Budget and Accounting Officers Meeting



Day: Tuesday, March 25

Time: 8:30 a.m.

Place: DEQ Building 2, Room 101
168 North 1950 West

FINET Schedule

- Feb. 7** FINET **open**; January monthend
Feb. 17 FINET **closed**; Presidents' Day holiday
Feb. 18 FINET **open**; Tuesday cycle due to holiday



Payroll Training

We are not offering Payroll classroom training during February. Computer-based training on the [new Payroll System](#) is available on our Web site.

For help using the new Payroll System, call the Payroll Help Desk at 801-538-3127.

Data Warehouse Training

- Feb. 10** Data Warehouse – Payroll; 10:00 – 11:30 a.m.
Feb. 10 Data Warehouse – Payroll; 1:30 – 3:00 p.m.
Feb. 11 Data Warehouse – FINET; 10:00 – 11:30 a.m.
Feb. 11 Data Warehouse – FINET; 1:30 – 3:00 p.m.



FINET Classroom Training

We are not offering FINET classroom training during February. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.

FINET Internet Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- Internet Courses:** System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
- CD-ROM Courses:** On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact your agency budget and accounting officers to obtain access to the CD-ROM courses).
- FINET Help Desk:** Call 801-538-9690 to resolve immediate questions.

Reservations



- To reserve your spot in one of the classes offered this month, call 801-538-3082.
- If you make reservations and cannot attend, please notify us as soon as possible.
- To take any course not offered this month, call 801-538-3082 to add your name to our waiting list. We will notify you when the course is scheduled.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm